

In order to make Word documents accessible, you must use styles. A document tagged with styles communicates structural elements to the reader, especially if the reader is using a screen reader such as JAWS. Proper structural elements allow students who are blind to scan a document for headings just as a sighted person does when reading.

MAKING STYLES ACCESSIBLE

Keep the following in mind when setting up your document:

- **Size & contrast are important** - Make text large enough to be easily read and use text colors that have high contrast with the background.
- **Use headings as they were intended** - Headings give your document structure the same way chapters and sub-chapters give a book structure. The first heading on your page should be a heading 1 and subsequent headings should be in descending order. Headings are ordered from largest (Heading 1) to smallest (Heading 4 or Normal text).

DISPLAYING STYLES PANE

In order to see which styles are applied to specific areas of your document, you will need to display the Styles pane.

To display the **Styles pane**, do the following:

1. On the **File** menu, click **Options**.
2. Click **Advanced**.
3. Under **Display**, set the **width of the style area pane width in Draft and Outline views** to **1.5"**.
4. In the **View Ribbon** select **Draft** or **Outline view**.

As you move the cursor around your document, the styles you have applied to text will be displayed in the Styles pane.

APPLYING STYLES

1. Select the text you want to apply a style to.
2. In the **Styles** box, click the **More** button to the lower right of the **Styles** box.
3. In the **Styles** window, click the style you want to apply.

Note: You will visually see the style that was applied to your document. In addition, you will see the name of the style that was applied in the Styles pane.

MODIFYING STYLES

If you don't like the size or format of one of the pre-defined styles, you can modify it by doing the following:

1. In the **Styles** box, right-click the style you want to modify.
2. Click **Modify**.
3. Make the desired changes.
4. Click the **Automatically Update** checkbox and then click **OK**.

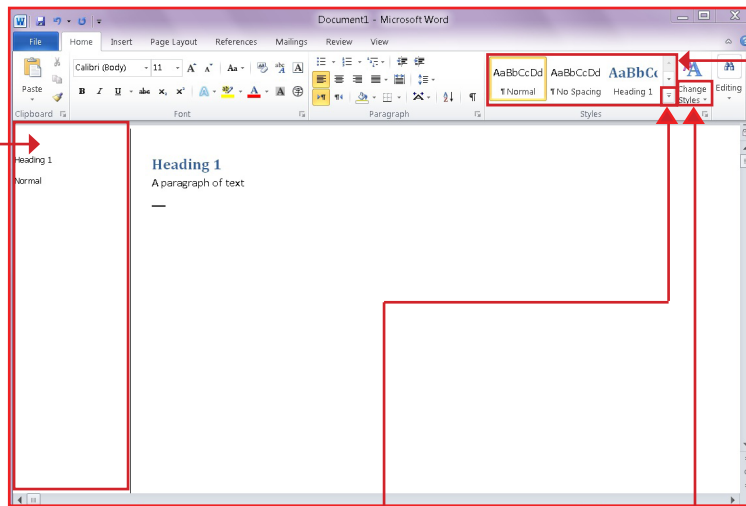
DISPLAYING STYLES AND FORMATTING PANE

In order to apply styles to your document, you will need to display the Styles and Formatting task pane.

To display the **Styles** ribbon, do the following:

1. On the menu, click **Home**.
2. The **Styles** box appears on the left side of the **Home** ribbon

The Styles Ribbon displays styles in the unique formats given to them - to help you visualize the style you are applying and how it relates to other styles.



SAVING STYLE SETS

You can save your styles in a template which will allow you to use your styles in other documents.

1. On the **Home** ribbon, click **Change Styles**.
2. Click **Style Set**, and click **Save as Quick Style Set**.
3. In the **Save as Type** box, type your set name.

Note: When you select to save as .dot, the location the file is saved to will change to the Templates folder within Word. .

USING STYLE SETS

You can apply styles previously saved to any document you wish.

1. On the **Home** ribbon, click **Change Styles**.
2. Click **Style Set**, and your style will appear in a list.

Note: This only works if you use the same machine. If you use multiple machines and want to use Style Sets, open a document with your style and use the directions above to save it to your new machine.